


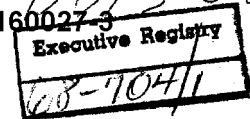
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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Executive Director-Comptroller 7 D 59 Headquarters				
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: Colonel White: I agree that the smaller ceremony is more appropriate. When the type of ceremony and the date have been established, we will make the required arrangements. <div style="text-align: center;">  R. L. Bannerman </div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Deputy Director for Support 7 D 18 HQs				7 FEB 1968	
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19 February 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Ceremony for Unveiling of Allen Dulles
Plaque

1. The Fine Arts Commission offers the following thoughts regarding an appropriate ceremony to be associated with the unveiling of the bas relief plaque of Allen Dulles in the main entrance way of the Headquarters Building.

2. We see the event simply as the unveiling of a plaque-- noted by a speech by the Director acknowledging the meaning of the installation. To surround an inherently brief occasion with major ceremony with numerous outside guests would suggest that we were re-dedicating the building. Thus we eliminated consideration of a large ceremony and suggest below a medium or a small ceremony.

3. A medium ceremony --

a. A ceremony involving about 50 non-Agency persons and 50 senior Agency staff, assembled by formal invitation, comprising selected Congressmen, a few GSA officials at the Federal level, possibly members of the National Capital Planning Commission, members of the USIB who first assembled in the finished building, possibly ex-Directors, Mr. and Mrs. Warneke and possibly Dillon Ripley, and friends of Allen Dulles and the Agency. [REDACTED] and others could contribute specific names.)

b. The ceremony itself: 100 chairs for invited guests set up facing the plaque, with the entrance way roped off and Headquarters notices to discourage staff from collecting in the front entrance way; the guests to assemble between 11:00 and 11:30 a.m.; display charts with pictures of the opening ceremony of the building; spot lights on the plaque, and a small military band. At 11:30 a brief dedication speech by the Director to the guests in which the plaque is unveiled. The ceremony would be over at 11:40.

4. A small ceremony --

a. A ceremony involving the Director, Deputy Directors, a dozen personal friends of the Director and Mr. and Mrs. Dulles, together with Agency staff who assemble in response to an Agency internal notice.

b. The ceremony itself: A small area around the site to be cordoned off, a few chairs for Mr. Dulles and friends, Agency staff to assemble at the site at 12:00, the Director to proceed from his office with Allen Dulles at 12:10 to the unveiling site, a brief dedication speech by the Director addressed primarily to members of the Agency gathered at the site, to be followed by a buffet lunch in the Director's dining room for Mr. and Mrs. Dulles and the 12 - 18 senior staff and friends.

5. Discussion --

a. We felt the theme of a ceremony should be identified with the creation of the building as reflected by the statement on the plaque. The event of the ceremony is the unveiling of the plaque and a speech by the Director. To whom is he speaking and why? It is not a memorial, as Mr. Dulles will be present. It is not a re-dedication of the building. We believe it is an expression of the staff of the Agency who are proud of their Agency and wish to recognize the person who was so important in creating many aspects of what the Agency is today, the Headquarters Building, the atmosphere which draws the current staff together in extraordinary effort, the commitment, sacrifice, and achievement which make it exciting to be part of--all of these are his monument around us. The means selected will at the same time improve the decor of the Headquarters Building.


The Commission feels that the ceremony is essentially a family affair. It would be most easily served by the small ceremony with informal and spontaneous comments by the Director participated in by the employees. It could be expanded to the medium ceremony, though the larger it becomes, the greater the risk of a sterile and pompous ceremony lacking a feeling of pleasant celebration by the participants. Thus for a larger ceremony we recommend props of music, pictures, and lights.

b. Regarding the press, we felt it inappropriate to announce the event to the press beforehand. Should the larger group ceremony be conducted, we could acknowledge the event in a statement after the fact. Should the smaller celebration take place, there seemed to be no need for acknowledging to the press a purely internal and brief ceremony.

6. As to the timing, we suggest some time in March as being an early date, reasonably beyond the chance of a heavy snowfall. The plaque, which is now ready, can be mounted in two days upon several days' notice to the installing company. We suggest 19 March as an appropriate date though we have not determined that the Dulleses will be in Washington that day.

7. It is apparent that the consensus of the Fine Arts Commission favors the smaller ceremony and we so recommend it. Please let me know if the Commission should explore other ideas or develop one or another aspect of the above ideas.

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Chairman, Fine Arts Commission

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